



STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

MEMORANDUM

TO: Elected State Level Candidates

FROM: Michigan Department of State, Bureau of Elections

SUBJECT: Oath of Office Filing Instructions

**\*\* IMPORTANT \*\***

**The enclosed "Oath of Office" must be filed as appropriate before entering upon the duties of your newly elected office. The filing instructions are detailed below.**

Oath of Office Filing Instructions

**Governor, Lieutenant Governor:** File the Oath of Office form with the Secretary of State. The address for mailing the form is provided on page 2. (MCL 168.64)

**Secretary of State:** File the Oath of Office form with the Attorney General. The address for mailing the form is provided on page 2. (MCL 168.80)

**Attorney General:** File the Oath of Office form with the Secretary of State. The address for mailing the form is provided on page 2. (MCL 168.80)

**State Senator, State Representative:** File the Oath of Office form with the Secretary of State. The address for mailing the form is provided on page 2. (MCL 168.174)

**State Board of Education, University of Michigan Regent, Michigan State University Trustee, Wayne State University Governor:** File the Oath of Office form with the Secretary of State. The address for mailing the form is provided on page 2. (MCL 168.290)

**Supreme Court Justice:** File the Oath of Office form with the Secretary of State. The address for mailing the form is provided on page 2. (MCL 168.400)

**Court of Appeals Judge:** File the Oath of Office form with the Secretary of State and a copy of the form with the State Court Administrator. The addresses for mailing the forms are provided on page 2. (MCL 168.409h)

**Circuit Court Judge:** File the Oath of Office form with the Secretary of State and a copy of the form with each county clerk within the circuit. The address for mailing the form to the Department of State is provided below. (MCL 168.420)

**District Court Judge:** File the Oath of Office form with the Secretary of State and a copy of the form with each county clerk within the district. The address for mailing the form to the Department of State is provided below. (MCL 168.467j)

**Probate Court District Judge:** File the Oath of Office form with the Secretary of State. The address for mailing the forms are provided below. (Section 600.812)

**Mailing Addresses:**

**Secretary of State:**  
Michigan Department of State  
Office of the Great Seal  
**7064 Crowner Drive**  
Lansing, MI 48918  
**(USE ONLY IF MAILING)\***

**Attorney General:**  
Attorney General's Office  
G. Mennen Williams Bldg.  
525 W. Ottawa Street, 7<sup>th</sup> Flr.  
Lansing, MI 48909

**State Court Administrative Office:**  
State Court Administrative Office  
P. O. Box 30048  
Lansing, MI 48933

\*If you wish to hand deliver the Oath of Office to the Office of the Great Seal, please note that the office is located at the Richard H. Austin Building, 430 W. Allegan St., 1<sup>st</sup> Floor, Lansing.

**Questions?**

If you have any questions, please do not hesitate to contact the Michigan Department of State's Bureau of Elections/Office of the Great Seal at [MDOS-Notary@Michigan.Gov](mailto:MDOS-Notary@Michigan.Gov) or 517-335-3234